

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

16 April 1973

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MANAGEMENT COMMITTEE

1. Mr. Colby was appointed Executive Director-Comptroller on 10 January 1972. A year later and two weeks after Dr. Schlesinger became DCI, they* concluded that the position of Executive Director-Comptroller would be suspended. On 15 February 1973 the Management Committee was established [redacted] and the functions of the Executive Director-Comptroller were assumed by the Executive Secretary, CIA Management Committee (Mr. Colby). He was appointed to serve concurrently as DDP, effective 3 March 1973.

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2. The Committee was established "to review and recommend to the Director matters dealing with organizational issues and intelligence resource policy." The initial notice cited the following as examples of topics which would be submitted to the Executive Secretary for inclusion on the agenda or other disposition as appropriate:

- Policy Directives
- Production Programs
- Evaluation Reviews
- Senior Appointments
- National Security Council Actions and Reserve Releases
- Organizational Changes
- Annual Program, Budget and Report
- Periodic Comptroller Report
- Annual Reports of R&D Board, Training Board of Visitors, etc.

3. The Committee met for the first time on 28 February 1973 and procedures were approved subject to adjustments by experience. The Committee met ten times with Mr. Colby as Executive Secretary. DCI Schlesinger expressed the probable need for an Executive Officer at the EP-5 level, but the decision was made to defer consideration of additional support to the DCI until after the creation of an Executive Secretariat. On 16 May 1973 the Committee reviewed former Executive Director-Comptroller functions to be assumed by the Executive Secretary and the DDM&S. With a few minor exceptions, the division of labor outlined in MCA-32 was approved (Tab B).

* What precipitated this will be known to DCI.

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4. The Executive Secretariat was established on 12 July 1973, one of its functions being support to the Management Committee. When Mr. Colby became DCI on 4 September 1973, he assumed the position of Chairman. Per his memorandum of 5 November 1973 on the roles and missions of various Headquarters elements (Tab C), he named Mr. Duckett as Secretary of the CIA Management Committee. On or about 10 September 1973 the DCI and Mr. Duckett considered a revised charter for the Committee and decided to wait six months or so before publishing any new guidelines (Tab D). It was subsequently decided that revisions to the Committee's charter would be discussed at the 1975 Winter Conference, which has been deferred. By oral delegation, Mr. Duckett was authorized by the DCI to review and approve topics forwarded to the Committee for its deliberation, subject to consultation as appropriate with the DCI. On 14 November 1973 Mr. Duckett attended his first meeting as Secretary.

5. As DCI and Committee Chairman, Mr. Colby has met with the full Committee eight times. In toto the Committee has deliberated on approximately 130 topics, most of which lie in the resource, personnel, or other administrative fields. In addition to topics forwarded by individual members, the Director refers issues to the Committee for recommendation. He reviews the minutes of the meetings, and the Secretary consults with him on any topic requiring his decision.

6. Attached are a chronology (Tab E) and a listing of those matters which have come before the Committee (Tab F).

Chronology

10 January 1972	W. E. Colby was appointed Executive Director-Comptroller.	
2 February 1973	James R. Schlesinger was appointed DCI.	
15 February 1973	CIA Management Committee was established <div data-bbox="592 730 792 783" style="border: 1px solid black; width: 123px; height: 25px;"></div>	STA
28 February 1973	CIA Management Committee met for the first time and procedures were approved, subject to adjustments by experience.	
3 March 1973	W. E. Colby became DDP (now DDO) but continued to serve as Executive Secretary of the Management Committee until his appointment as DCI on 4 September 1973.	
1 May 1973	Office of Planning, Programming and Budgeting placed under the jurisdiction of the DDM&S.	
12 July 1973	Executive Secretariat established -- one of its functions to be support to the Management Committee <div data-bbox="787 1312 971 1371" style="border: 1px solid black; width: 113px; height: 28px;"></div>	STA
4 September 1973	W. E. Colby was appointed DCI.	
7 September 1973	Date of revised HN on Management Committee which Mr. Colby and Mr. Duckett deferred.	
5 November 1973	DCI issued a memorandum on the roles and missions of various Headquarters elements which noted the work of the Management Committee and named Mr. Duckett as Secretary.	
14 November 1973	Carl E. Duckett attended his first Management Committee meeting as Secretary.	
26 November 1973	Office of Planning, Programming and Budgeting reorganized as the Office of the Comptroller and placed under the jurisdiction of the O/DCI.	